

Assignment 1

Use Microsoft Excel or google sheet to design a form for ONE of the following three cases.

Your submission shall include:

- The blank form
- One filled form using a sample case
- Documentations
 - Explain how your form works. You may relate the sample case to explain.
 - Promote your form.
- Your simple personal thoughts about this assignment.

Case A: Monthly Electric Bill

Create a form with spreadsheets to calculate the Malaysian domestic monthly electric bill. Users will key in only the total monthly consumption (kWh) and any arrears of household electricity, then the total amount charged is calculated automatically. You may take other charges or rebates into consideration, such as taxes, previous balance, prihatin relief packages, KWTBB, ICPT, penalties, and others if any.

Main Reference: <https://www.tnb.com.my/> >> Billing; Pricing & Tariff

Hint: Refer to some real TNB domestic electric bills.

Case B: Income Tax Filing

Create a form with spreadsheets to calculate the Malaysian income tax for individuals who do not have business income. A user will provide information on the gross income and tax relief items, then the total chargeable income and the net tax payable are calculated automatically. You do not need to consider the case of joint assessment where husband and wife file jointly. You may need to include appropriate instructions to guide the users when filling up the form.

Reference: <http://www.hasil.gov.my/> >> Individual >> Tax Relief; Income Tax Rates

Hints: Refer to some online income tax calculators.

Case C: Monthly Personal Budget

Assume that you are a working adult. Create a form that enables you to plan and review your monthly income, expenses, savings, debts, and/or etc.

Hint: Refer to some online templates.

Assessment Rubrics

1. Accuracy (6 marks)
 - 1 - 2 marks : Display major error(s) in functions or calculations.
 - 3 - 4 marks : Display minor error(s) in functions or calculations; Inappropriate functions are used.
 - 5 - 6 marks : Appropriate functions are used; Calculations are done accurately.
 2. Accessibility (6 marks) - Organization, structure, clarity, appropriateness.
 - 1 - 2 marks : Unclear or complicated.
 - 3 - 4 marks : Overall organized with appropriate designs and structures.
 - 5 - 6 marks : User-friendly; Easy to understand; Simple yet complete.
 3. Flexibility (4 marks) - Ability to cater different circumstances.
 - 1 - 2 marks : I can't use this form if I have xxx situations...
 - 3 - 4 marks : Anybody can use this form anytime under any circumstances!
 4. Overall Ideas & Usability (4 marks)
 - 1 - 2 marks : I'll use this if I can't get any better forms.
 - 3 - 4 marks : Cool, I'll use this!
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Last but not least, ... remember the CLO2? These marks will be summed as your Assignment 4.
The detailed instructions will be given very soon. If you want to start earlier, do go ahead joyfully.

I'll assess by looking at your overall work and also your short write-up (the "personal thoughts" part).

Try to consider these when you write:

- Inquisitive mind - how you handle stuffs that you don't know earlier
- Engagement - not just in terms of time (I know you're busy, final year students...) but show your "heart"
- Reflection - self-monitoring, personal appraisal